



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

SFAE

AUG 03 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Degree Completion Program (DCP) Policy and Procedures

1. **REFERENCES.** SEE APPENDIX 1.

2. **APPLICABILITY.** This document applies to Active Component Acquisition, Logistics and Technology (AL&T) 51C Noncommissioned Officers (NCOs) seeking to complete a degree program that will enhance their performance as Contracting NCOs. Failure to comply will result in non-selection and/or removal from the program. This policy supersedes the policy dated on February 21, 2014.

3. **PURPOSE.** This document establishes the policy and procedures for Active Component AL&T NCOs in the contracting workforce Career Management Field (CMF) 51 and Military Occupational Specialty (MOS) 51C to pursue education programs on a full-time basis through the NCO Degree Completion Program (DCP).

4. **BACKGROUND.** 51C NCOs must meet specific education, training and experience requirements to obtain contracting certification. The DCP provides opportunities for 51C NCOs to complete their baccalaureate degree while continuing to receive their full pay and authorized benefits. The goal is for 51C NCOs to obtain the business hours required for contracting positions, contracting certification and gain Army Acquisition Corps membership. 51C NCOs must also complete their Noncommissioned Officer Education System (NCOES) requirements at their current rank and complete mission essential training prior to submitting a request to participate in the DCP.

5. **RESPONSIBILITIES:**

a. **The Deputy Director, Acquisition Career Management (DDACM):**

- (1) Has oversight and control of the DCP policy and procedures.
- (2) Is responsible for the development and management of the programs and providing for the education, training, and career development of the Army Acquisition Workforce (AAW) members.
- (3) Is the final approval authority for Army Acquisition NCOs selected to participate in the DCP.

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- b. U.S. Army Human Resources Command (HRC). Is the overall administrative coordinator for the Army.
- c. 51C NCO Assignment Manager. Coordinates personnel issues with the U.S. Army Student Detachment (USASD) at Fort Jackson, South Carolina.
- d. The USAASC Army Director of Acquisition Career Management (DACM) Office:
 - (1) As proponent, establishes DCP personnel policies and procedures.
 - (2) Serves as the training coordinator for the Army Acquisition Workforce (AAW).
 - (3) Initiates the establishment, control, and execution of the students' training program.
 - (4) Manages the announcement, marketing, and promotion of the DCP to the Army Acquisition NCO workforce.
 - (5) Conducts the announcement and competitive selection process of the DCP at least annually. The announcement and OML will be staffed through the Army DACM office to the DDACM for final approval.

6. POLICY:

- a. Program Mission. The DCP authorizes participants to attend an accredited university on a full-time basis to complete an undergraduate degree in a business-related discipline. Service members taking part in the DCP will do so in the minimum uninterrupted time required, normally 12 months, to complete all degree requirements. Enrollment in the DCP will not exceed 18 months. Extensions to the program length requires approval from the Army DACM office and the U.S. Army Human Resources Command (HRC). Transferring from one degree to another is not authorized. NCOs are also encouraged to pursue their undergraduate degree by taking advantage of the Acquisition Tuition Assistance Program (ATAP). The DCP and ATAP cannot be used at the same time; Soldiers selected for both programs must choose the program they wish to use.
- b. The Army DACM office conducts two DCP selection panels each year. Applicants must be selected to attend school approximately 6-12 months prior to their proposed school date. The zone for consideration ranges from 10 to 22 years of service (ranks Staff Sergeant through Master Sergeant).
- c. Participants must attend a regionally accredited undergraduate school on a full-time basis (including summer sessions) and complete their degree in the shortest amount of time possible. Service members enrolled in DCP are required to be traditional resident students. DCP students may only register for distance

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learning courses with prior approval of HRC (appropriate career division, AR 621-1, para 1-5b) and the Army DACM office, if the course is part of their academic curriculum and resident classes are not available. Courses must be accredited and count towards the student's degree. The program length will vary based on the individual NCOs prerequisite requirements and required course load.

Requests for distance learning courses will be in writing and endorsed by the student's academic advisor at their school who will verify the above. Students are expected to take a minimum of 15 hours per semester. Any changes in the number of credit hours taken per semester must be coordinated with the Army DACM office. Participants will incur an Active Duty Service Obligation (ADSO) for participating in the program. The ADSO will equal three times the length of schooling, computed in days, in accordance with AR 350-100.

- d. The DCP will not be used in connection with Army fellowships or scholarships. Completion of the requirements for a degree under a fellowship or scholarship will be in accordance with AR 621-1, to include service obligation. DCP participants are responsible for all expenses associated with their degree including tuition costs, fees and books. Financial assistance may be available to the student through the Montgomery GI Bill (MGIB), Veterans Educational Assistance Program (VEAP) or student loans. Participants are encouraged to negotiate reduced tuition rates for their degree program whenever possible.
- e. Participants will devote themselves to full-time academic studies. Business activities are restricted in accordance with DOD 5500.7-R. With the exception of AR 621-1, paragraph 2-14d, professional and other military activities will be voluntary and will not interfere with the student's academic studies.
- f. Applicants are responsible for contacting and completing all paperwork required by the college or university to gain acceptance to the universities listed on their DA Form 1618 (Application for Detail as Student Officer at a Civilian Educational Institution or at Training with Industry). When a decision is reached, the school will generate a letter of acceptance to the NCO; a copy of the letter must be included in the application packet submitted to the DCP selection panel.
- g. Eligibility Requirements: To participate in the DCP, 51C NCOs must meet the following criteria:
 - (1) Be in the rank of Staff Sergeant through Master Sergeant.
 - (2) Have a strong military file and potential for promotion.
 - (3) Meet height and weight standards in accordance with AR 600-9.
 - (4) Have an undergraduate Grade Point Average (GPA) of 2.5 or higher.

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- (5) Completed a minimum of 85 credit hours toward their undergraduate degree as of the projected school date.
- (6) Completed at least the minimum required training to obtain DAWIA level I certification in contracting.
- (7) Completed a minimum of 24 months acquisition experience prior to starting DCP.
- (8) No more than 22 years of active federal service upon entry to the DCP program.
- (9) Updated Individual Development Plan (IDP) and compliance with Continuous Learning Points (CLPs) Policy.
- (10) Study in an academic discipline that will support CMF 51 which is part of the U.S. Army Acquisition Workforce (e.g. business related).

7. SUBMISSION OF THE APPLICATION PACKET:

a. DCP applicants should submit a DCP application to one of the scheduled selection panels announced on the USAASC website (<http://asc.army.mil/web/career-development/military-nco/field51>). Applicants must submit their application to a selection panel approximately 6-12 months prior to their proposed school start date.

b. DCP applications shall be submitted through the Army Acquisition Professional Development System (AAPDS) in Career Acquisition Personnel and Position Management Information System (CAPPMS). Announcements, program information, and timelines will be found through the AAPDS system.

c. Submit the following documents:

- (1) A DA Form 4187, Personnel Action. The applicant is responsible for completing the form through Section IV. In Section III, the applicant will check the "Other" block and specify "DCP." In Section IV, the two statements in quotations below are required:
 - (a) "Request approval to complete a Bachelor's degree through the DCP Program."
 - (b) "If selected for the DCP Program, I agree that upon completion, withdrawal or removal from the program, I will serve on active duty for a period equal to three times the length of schooling unless relieved sooner for the convenience of the Army. Service obligation will be computed in days per AR 350-00. I also agree to be responsible for school expenses."

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- (c) In Section V, the "Recommend Approval" block must be checked and the form must be signed by their Battalion Commander (O-5) or civilian equivalent.
- (2) DA Form 1618, Application for Detail as Student Officer at a Civilian Educational Institution
- (3) Official transcripts from all universities attended (to include all Defense Acquisition University (DAU)/Army Logistics Management College (ALMC)/Army Logistics University (ALU) transcripts).
- (4) Copy of ACT or SAT scores (if applicable).
- (5) A letter of acceptance from each university listed on the DA Form 1618. The letter of acceptance (or separate memorandum from the university) must provide the following information:
 - (a) Name of the NCO accepted;
 - (b) Name of the degree program to be pursued;
 - (c) Length of the degree program (i.e., 33 semester hours, etc.)
 - (d) Number of prerequisite courses required;
 - (e) Number of transfer credits that will be accepted;
 - (f) Number of hours currently completed towards the degree;
 - (g) The day, month and year of registration;
 - (h) The day, month and year classes begin
 - (i) The expected month and year of graduation;
 - (j) The cost per credit hour or per semester/quarter; and
 - (k) Whether in-state or out-of-state tuition rates will be granted.
- (6) A program plan or similar document showing the specific courses projected for each semester.
- (7) Last four Noncommissioned Officer Evaluation Reports (NCOERs). The NCOERs must be part of the application packet.
- (8) A current official photo and an up-to-date Enlisted Record Brief (ERB).

8. STUDENT REQUIREMENTS:

- a. Upon receiving assignment instructions, participants will immediately visit the United States Army Student Detachment (USASD), Fort Jackson, website at: <http://usasd.armylive.dodlive.mil/> for in-processing information. Service members are responsible for informing the USASD of placement in the DCP and arrival dates at the civilian school.

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- b. Participants must submit a DA Form 1059-1 by electronic means to HRC "ATTN: AHRC-OPL-L" and to USAASC "ATTN: 51C NCO Proponent Office" not later than 60 days after completion of studies.
- c. Participants must submit a DA Form 2125 by electronic means to USAASC "ATTN: 51C NCO Proponent Office" prior to the start of each quarter/semester.
- d. Participants must maintain a minimum grade of a "C" in all courses. Grades lower than a "C" will be reason for disenrollment from the DCP.

9. EFFECTIVE DATE AND IMPLEMENTATION. The policy and procedures are effective immediately and will remain in effect until superseded.

10. PROPONENT. The proponent for this policy is Sergeant First Class Octavia Russell of the Army DACM Office, email: octavia.a.russell2.mil@mail.mil, or commercial: (703) 805-2539.



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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APPENDIX 1. REFERENCES:

- a. AR 350-100, Officer Active Duty Service Obligations, 10 August 2009
- b. AR 600-9, The Army Body Composition Program, 28 June 2013
- c. AR 621-1, Training of Military Personnel at Civilian Institutions, 27 August 2008
- d. AR 623-3, Evaluation Reporting System, 31 March 2014
- e. DA PAM 623-3, Evaluation Reporting System, 31 March 2014
- f. Department of Defense Directive (DoDD) 5000.52, "Defense Acquisition, Technology and Logistics Workforce Education, Training and Career Development Program," January 12, 2005. <http://www.dtic.mil/whs/directives/corres/pdf/500052p.pdf>
- g. Department of Defense Instruction (DoDI) 1322.06, Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel, 15 November 2007. <http://www.dtic.mil/whs/directives/corres/pdf/132206p.pdf>
- h. Department of Defense Instruction (DoDI) 5000.66, "Operation of the Defense Acquisition Technology and Logistics Workforce Education Training and Career Development Program," December 21, 2005. <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>
- i. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended. <http://asc.army.mil/web/alt-workforce-policy-procedure/>
- j. Department of the Army Acquisition Career Field Certification Policy and Procedures, June 1, 2010.
- k. Department of the Army Noncommissioned Officers Career Field Certification and Acquisition Corps Membership Policy and Procedures, February 10, 2014.
- l. Joint Ethics Regulation (JER) (DOD 5500.70-R)
- m. U.S. Army Human Resources Command: <https://www.hrc.army.mil/site/index.asp>
- n. U.S. Army Student Detachment, Fort Jackson, SC: <http://usasd.armylive.dodlive.mil/>